

# Job Readiness

## For Ages 16 to 22



## Get ahead of the competition!

Increase the value of your education with summer jobs and internships.

- ◇ Learn how to find and land a summer job or internship
- ◇ Develop your resume, cover letter and interview technique
- ◇ Develop winning networking skills
- ◇ Learn how to overcome common employer complaints
- ◇ Make the best impression on the job
- ◇ Master workplace etiquette
- ◇ Learn what to wear and how to communicate

Instructors are experienced corporate executives who have hired and managed scores of employees. This workshop is ideal for high-school seniors and college students of all levels.

Register early to ensure your spot

Age	Day/Time	Dates	Fee	Code
16-22	<u>Saturday</u> 9:00am-12:30pm	Feb 4	\$75R / \$94NR	214748 A1
		Apr 8	\$75R / \$94NR	214748 A2

<b>Location:</b>	Wellington Community Center (561) 753-2484   12150 Forest Hill Boulevard.
<b>Instructor Contact:</b>	Carol Horner: carol.horner@careerzing.com or 561-756-4251
<b>Special Notes:</b>	Attendees are encouraged to bring laptop/tablet to participate

**REGISTER ONLINE\***

You can register for most programs online at:  
**[www.wellingtonfl.gov/webtrac](http://www.wellingtonfl.gov/webtrac)**

By default your initial username and password are set as your Household Number. This number is found at the top left of your registration receipt.

*\*First time participants must register in-person to establish a household in our system. Proof of residency and age required. Not all programs available for online registration. Visit [wellingtonfl.gov/activityregistration](http://wellingtonfl.gov/activityregistration) for more info.*

### Transfer & Cancellation Refund Policy:

A \$10.00 per participant / activity administrative fee will be deducted for each transfer/refund. If you are unable to participate in your program, you must notify the office before the second activity/ class to receive your refund. No refunds are issued after the 2<sup>nd</sup> class. No refunds are considered once the activity/class is over, except in the case of a documented medical emergency.

## Special Assistance

If you are in need of any special assistance in order to participate in any of our programs, please call Chris O'Connor at (561) 612-6697, at least two weeks prior to the begin date of the program or class.

